

Document No. 147
Adopted at Meeting of 6/28/61
(Summer Survey Program)

June 28, 1961.

9
Voted
Approved
6/28/61
143

MEMORANDUM

TO: The Boston Redevelopment Authority
FROM: Edward J. Logue, Development Administrator
RE: Personnel for Summer Survey Program

The following persons are submitted to the Authority
for approval this week. If approved, I would like them to
start work ^{Wednesday} ~~Monday~~, July 5, 1961. to Sept. 15, 1961

E.J.L.

7 Jr. Pl Aides
1 Jr. Pl Intern
1 Receptionist - Clerk

Junior Planning Aides

Name	Address	Education	Military Service
Joseph D. Cashtan	17 Linwood St. Malden	Malden High School Graduated 1953 Suffolk University 3 yrs. Government 1 yr. Law	July 1953 July 1957
Thomas J. Condon, Jr.	130 Bird St. Dorchester	Boston English H.S. Graduated 1952 Boston College 1 yr. 1954 St. Francis Xavier Univ. B.S.C. Science 1959 Ottawa University 2 yrs. completed Medicine	Sept. 1954 July 1956
Wm. A. Doherty, Jr.	51 Blake Street Mattapan	Boston Latin School Graduated 1959 Boston College 2 yrs. completed	
Arthur A. Guarino	26 Everton St. Dorchester	Dorchester High School Graduated 1932 Boston University 2 yrs. Real Estate, 1942 Related experience Real Estate & Insur. Self employed 10 yrs.	
Dolores E. Matthews	47 Brunswick St. Roxbury	Everett High School Graduated 1959 Univ. of Mass. 2 yrs. Psych. 1961	
John J. Sweeney	85 Wenham St. Jamaica Plain	Boston College High Sch. Graduated 1959 Boston College 2 yrs. Engl. 1961	
John L. Thompson	2A Smith Court Boston	Iowa Prep., New Rochelle, Grad. 1948 Villanova Univ. BS Pre Law 1952 Columbia Univ. MS Management 1955 Boston Univ. 1 yr. Law	1952-54

Junior Planning Interne

Name	Address	Education	Military Service
Wm. R. Pokross	125 Rutledge Rd. Belmont	Camb. Sch. of Weston Graduated 1956 Harvard Univ. BA Soc Rel 1960 MIT City Planning 1 yr completed	

Receptionist - Clerk

Deborah M. Dowd	7 Lexington Ave. Lexington	Rose Hawthorne School Graduated 1960 Chandler School 1 yr typing	
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1.50 per hour

Boston Redevelopment Authority
Planning Department
Surveys Section

Job Description
for

Summer Employment

Junior Planning Aide - Salary \$15.00 per day (\$1.875 per hour)
\$ 75.00 per week

General Statement of Duties

A Junior Planning Aide, under immediate supervision, carries out a variety of city planning assignments. He may be responsible for survey work, for map drafting, for the compilation and presentation of statistics, and/or for other similar work as required and directed.

Qualifications

1. High school graduation, plus,
2. Two years study completed with credit from an accredited college. Military service of one year or more may be substituted for one year of college.
(Residents of Boston will be given preference).

Stipulations

1. Hours of work - 8:00-12:00 and 1:00-5:00, Monday thru Friday
2. Employees will be paid for work performed.
 - a. There will be neither holiday time nor sick leave.
 - b. Should bad weather not permit work during regular hours, employees will be given the opportunity to make up the lost time
3. Employees will report to place of work at their own expense.
4. Assignments will be made by the Chief of Surveys.
5. An employee will be dismissed for unsatisfactory performance of his work by the Chief of Surveys.

June 14, 1961

Boston Redevelopment Authority
Planning Department
Surveys Section

Job Description
for
Summer Employment

Junior Planner Intern - \$20.00 per day (\$2.50 per hour)

General Statement of Duties

A Junior Planner performs under supervision general research, collects and analyzes statistical material, assists in the design, and preparation of city plans and programs, assists in the preparation of reports and, generally, under supervision, carries out sub-professional phases of city planning and renewal research and graphical representation, and performs related work as required.

Qualifications

1. Bachelor's degree from an accredited four year college; plus,
2. One year's graduate training in City or Regional planning or a graduate degree in civil engineering, architecture, landscape architecture, urban geography or other fields closely related to city planning.

Stipulations

1. Hours of work - 8:00 - 12:00 and 1:00 - 5:00, Monday thru Friday.
2. Employees will be paid for work performed.
 - a. There will be neither holiday time nor sick leave.
 - b. Should bad weather not permit work during regular hours, employees will be given the opportunity to make up the lost time.
3. Employees will report to place of work at their own expense.
4. Assignments will be made by the Chief of Surveys.
5. An employee will be dismissed for unsatisfactory performance of his work after one warning from the Chief of Surveys.

June 14, 1961

Boston Redevelopment Authority
Planning Department
Surveys Section

Job Description
for

Summer Employment

Receptionist-Clerk - Salary \$12.00 per day (\$1.50 per hour)
\$ 60.00 per week

General Statement of Duties

Under supervision, receive visitors and telephone calls and to do clerical work of more than ordinary difficulty involving general familiarity with office processes and individual judgment in the carrying out of established procedures.

Qualifications

1. High school graduation, plus,
2. One year of Office Education or full-time paid office experience, during which a high level of skill has been demonstrated in general office work.

Stipulations

1. Hours of work - 8:00-12:00 and 1:00-5:00, Monday thru Friday.
2. Employees will be paid for work performed. There will be neither holiday time nor sick leave.
3. Assignments will be made by the Chief of Surveys.
4. An employee will be dismissed for unsatisfactory performance of his work by the Chief of Surveys.

June 26, 1961

